



Administrative Committee Agenda

DATE: Wednesday, April 22, 2009
TIME: 10:00 A.M.–12:00 P.M.
PLACE: State Council Headquarters Office
1507 21st Street, Suite 210
Sacramento, CA 95811

Agenda

- 1. CALL TO ORDER:** (S. Dove)
- 2. ESTABLISHMENT OF A QUORUM:** (S. Dove)
- 3. PUBLIC COMMENTS:**
Public Comments: [This section is for members of the public only; and is to provide the public an opportunity to comment and/or present information to the Committee on any matter that is not on the agenda. Each public member will be afforded up to three minutes to speak. Written requests, if any, will be considered first under this section. Additionally, the Committee will provide a public comment period not to exceed 5 minutes total for all public comments prior to Committee action on each agenda item.]
- 4. ACTION/DISCUSSION ITEMS:** (Items may be taken out of order to ensure appropriate flow of the meeting.)
 - A. MINUTES FROM THE FEBRUARY MEETING:** (Dove/Hannibal)
 - B. CHIEF DEPUTY REPORT:** (L. Hoirup)
 - C. BUDGET DISCUSSION:** (A. Kerzin)
 1. Area Board Expenditure Update
 2. LQA Contract Proposal for 2009-2010
- 5. NEXT MEETING DATE:** (S. Dove)
June 10, 2009; 1:00 – 3:00P.M.
- 6. ADJOURNMENT:** (S. Dove)



Administrative Committee Minutes

Committee Members in Attendance:

Shirley Dove, Marcia Good, Lisa Cooley, Ted Martens, Bill Moore

Committee Members Absent:

No Members were absent

Council Staff Members in Attendance:

Alan Kerzin, Laurie Hoirup, Natalie Hannibal

1. CALL TO ORDER:

Chair Shirley Dove called the meeting to order at 10:12am

2. ESTABLISHMENT OF A QUORUM:

A quorum was established

3. PUBLIC COMMENTS:

There were no public comments.

4. ACTION/DISCUSSION ITEMS:

A. MINUTES FROM THE DECEMBER & NOVEMBER MEETING:

MOTION: Martens/Good; Minutes from December's meeting were approved without corrections; Martens abstained.

MOTION: Martens/Good; Minutes from November's meeting were approved without corrections; no abstentions.

B. CHIEF DEPUTY REPORT:

Chief Deputy Director (CDD) Laurie Hoirup stated that Council Headquarters Staff would not be moving due to the current budget climate. She has a Lease Renewal meeting calendared for later in the month. The Committee requested that staff notify Fire and Police that our office is located on a second floor with some staff with disability issues. They also requested Staff to follow-up with other State Agencies to see if they have space accommodations available that we could utilize. CDD Hoirup concluded by giving a report on the current hiring process for the Area Board Executive Directors and closed her remarks stating that the Headquarters' Project Tool was in the process of being updated and the revised tool would be presented at the April meeting.

C. BUDGET DISCUSSION:

Executive Director (ED) Alan Kerzin handed out the current Council Staff organizational chart and the Committee discussed salary savings, the Grants program and Area Board budgetary issues.

MOTION: Martens/Good; recommend to the Council the allocation for BSG Grants to cover shortages in the Area Boards for the amount Staff recommends of \$522,580. Motion carried, no abstentions.

The Committee directed Staff to find out if the left over money can be rolled into and utilized locally in the mini-grants.

The Committee directed Staff to give an analysis of why the budget issues are occurring in the Area Boards; to be reported at the April meeting.

Deputy Director (DD) Kathy Barnes stated that she would be attending a meeting with the Department of Developmental Services (DDS) regarding the LQA (Life Quality Assessment) and how DDS is changing the requirements to meet Federal reporting standards.

ED Kerzin discussed all state employees facing State mandated furloughs of two per month and how Management Staff is currently in negotiations with the Department of Personnel Administration (DPA) to gain greater flexibility with the mandate.

D. 2009 DATE CALENDAR UPDATE:

The Committee reviewed the current Council and Committee calendar.

5. NEXT MEETING DATE:

April 22, 2009; 10:00 A.M.-12:00 P.M.

6. ADJOURNMENT:

MOTION: Good/Martens to adjourn at 12:00pm. Motion carried, no abstentions.



Agenda Item: 4.C.1.
Date: April 22, 2009
Meeting: Administrative Committee

Detail Sheet for:
Area Board Expenditure Update

What is this agenda item about?

Update on Area Board expenditures to date.

What has the Council done about this so far?

The Committee requested that staff report on the current Area Board expenditures and sufficiency of FY 2008-2009 allocations.

What needs to be decided at this meeting?

Informational item, no decisions necessary

What is the committee or staff recommendation?

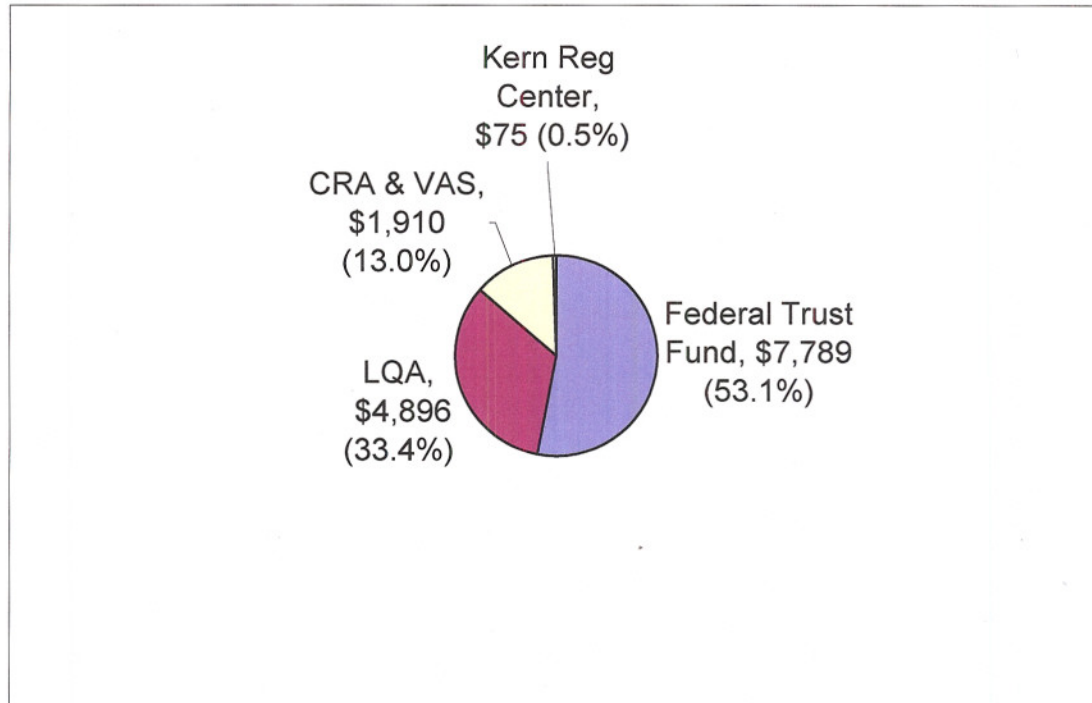
Area Board expenditures are currently within allocation targets. Review budget report to be provided at the Committee meeting. Allocations for FY 2009-2010 will be impacted by changes in the Quality Assurance contract, still in negotiation with the Department of Developmental Services.

Are there attachments?

No. Reports will be distributed at the Committee Meeting.

4100 State Council on Developmental Disabilities
2008-09 Expenditure Report
July 1, 2008 thru February 28, 2009 (8 Months or 66.67% of the Fiscal Year)
(Dollars in Thousands)

APPROVED FUNDING



PROGRAM FUNDING DETAIL

| | | | |
|----------------------------------|--|--|------------------------|
| Program 10 | State Council Planning and Administration | | |
| | State Operations: | | |
| | 0890 Federal Trust Fund | | \$1,793 |
| | 0995 Reimbursements | | \$0 |
| | Subtotal, Program 10 | | \$1,793 |
| Program 20 | Community Program Development | | |
| | State Operations: | | |
| | 0890 Federal Trust Fund | | \$2,372 |
| | 0995 Reimbursements | | \$0 |
| | Subtotal, Program 20 | | \$2,372 |
| Program 40 | Regional Offices and Local Area Boards | | |
| | State Operations: | | |
| | 0890 Federal Trust Fund | | \$3,624 |
| | 0995 Reimbursements - LQA | | \$4,896 |
| | 0995 Reimbursements - CRA & VAS | | \$1,910 |
| | 0995 Reimbursements - Kern Reg Center | | \$75 |
| | Subtotal, Program 40 | | \$10,505 |
| Grand Total, All Programs | | | <u>\$14,670</u> |

2008-09 EXPENDITURE REPORT

4100 State Council on Developmental Disabilities

2008-09 Expenditure Report

July 1, 2008 thru February 28, 2009 (8 Months or 66.67% of the Fiscal Year)

(Whole Dollars)

| | Personal Services | | | Operating Expenses and Equipment | | | Total Expenditures | | |
|--|-------------------|-----------------------|---------------------|----------------------------------|-------------------------|---------------------|--------------------|-----------------------|---------------------|
| | Budgeted | Year-to-Date Expended | Percentage Expended | Budgeted | Year-to-Date Expended * | Percentage Expended | Budgeted | Year-to-Date Expended | Percentage Expended |
| Council Operations and Administration ** | \$1,515,472 | \$1,014,502 | 66.94% | \$1,899,996 | \$558,184 | 29.38% | \$3,415,468 | \$1,572,686 | 46.05% |
| Community Program Development Grants ** | \$0 | \$0 | 0.00% | \$1,487,000 | \$1,415,912 | 95.22% | \$1,487,000 | \$1,415,912 | 95.22% |
| Area Board 1 | \$324,817 | \$218,694 | 67.33% | \$82,265 | \$43,316 | 52.65% | \$407,082 | \$262,010 | 64.36% |
| Area Board 2 | \$361,656 | \$251,738 | 69.61% | \$96,093 | \$47,564 | 49.50% | \$457,749 | \$299,302 | 65.39% |
| Area Board 3 | \$649,739 | \$460,766 | 70.92% | \$251,928 | \$162,807 | 64.62% | \$901,667 | \$623,573 | 69.16% |
| Area Board 4 | \$524,836 | \$350,616 | 66.80% | \$160,477 | \$74,516 | 46.43% | \$685,313 | \$425,132 | 62.03% |
| Area Board 5 | \$500,839 | \$344,592 | 68.80% | \$242,340 | \$131,516 | 54.27% | \$743,179 | \$476,107 | 64.06% |
| Area Board 6 | \$362,912 | \$200,738 | 55.31% | \$128,012 | \$51,960 | 40.59% | \$490,924 | \$252,698 | 51.47% |
| Area Board 7 | \$491,224 | \$301,120 | 61.30% | \$185,728 | \$127,810 | 68.82% | \$676,952 | \$428,930 | 63.36% |
| Area Board 8 | \$672,070 | \$441,036 | 65.62% | \$259,942 | \$158,785 | 61.08% | \$932,012 | \$599,821 | 64.36% |
| Area Board 9 | \$362,121 | \$249,744 | 68.97% | \$138,065 | \$112,916 | 81.78% | \$500,186 | \$362,661 | 72.51% |
| Area Board 10 | \$995,268 | \$736,665 | 74.02% | \$488,682 | \$275,414 | 56.36% | \$1,483,950 | \$1,012,079 | 68.20% |
| Area Board 11 | \$464,082 | \$283,876 | 61.17% | \$198,093 | \$111,411 | 56.24% | \$662,175 | \$395,288 | 59.70% |
| Area Board 12 | \$507,077 | \$298,675 | 58.90% | \$286,712 | \$104,583 | 36.48% | \$793,789 | \$403,259 | 50.80% |
| Area Board 13 | \$465,675 | \$313,788 | 67.38% | \$215,654 | \$111,584 | 51.74% | \$681,329 | \$425,372 | 62.43% |
| Area Board Operations | \$314,719 | \$164,389 | 52.23% | \$35,913 | \$19,786 | 55.09% | \$350,632 | \$184,175 | 52.53% |
| Subtotal, All Area Boards | \$6,997,035 | \$4,616,438 | 65.98% | \$2,769,904 | \$1,533,969 | 55.38% | \$9,766,939 | \$6,150,408 | 62.97% |
| Total | \$8,512,507 | \$5,630,941 | 66.15% | \$6,156,900 | \$3,508,065 | 56.98% | \$14,669,407 | \$9,139,006 | 62.30% |

* Expenditures may reflect a lag in postings to CalSTARS Accounting Reports.

** OE&E year-to-date expenditures include encumbrances for the full year costs of contracts.



Agenda Item: 4.C.2.
Date: April 22, 2009
Meeting: Administrative Committee

Detail Sheet for:
LQA Contract Proposal for 2009-2010

What is this agenda item about?

Anticipated termination of the LQA contract and start-up for a new Quality Assurance contract with the Department of Developmental Services (DDS), FY 2009-2010.

What has the Council done about this so far?

Information that contract changes were anticipated was provided to the Council at the March 24, 2009 meeting.

What needs to be decided at this meeting?

Informational item, no decisions necessary.

What is the Committee or staff recommendation?

Review current information from DDS regarding plans for quality assurance activities in FY 2009-2010.

Are there attachments?

No. Current information will be provided at the Committee Meeting.